



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 4, 2015

Rhonda Wagner
1735 E. Maish Ave
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regard to the March 4, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

As evidenced by billing/enrollment paperwork, Ms Wagner has been providing care to children she was not authorized to watch per a previous commitment to a restriction plan which allowed for care of four children in two specific families. Ms Wagner initially reported she was not aware of the agreement, but then clarified that she was not aware the restriction was still in affect. Ms Wagner reported she learned about this in early February 2015 and took action to discontinue the care of the unauthorized children until this matter is resolved. Ms Wagner agreed to sign a safety plan indicating such action. Ms Wagner reported she assumed the stipulation had been lifted based on the approval of a child into her daycare by a previous child protective worker connected with the child's case at the time. Ms Wagner verbalized full responsibility for this error and stated she should not have assumed the restriction was lifted.

For this requirement, corrections are due immediately.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Household member Alexis needs a copy of a current physical in the provider file. If this physical has yet to be obtained, please use the forms on pages 24 and 25 of the packet provided to you at the time of your spot check.

Corrections Due April 7, 2015.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

You reported this has been completed, the certificate just needs to be located and placed in the file. If you are unable to locate the certificate the training will need to be done again. This training can be taken online, please see page 15 of the packet provided for the website.

Correction Due April 7, 2015.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Child I. needs a current physical on file. Please request from parent by April 7, 2015.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 7, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Melissa Crawford
Social Worker II

C. Mark Chappelle

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).